

This article will go through the steps on how to post RAP and EOE payments for Medicare Advantage Plans and then post the correct adjustment amount and transfer the patient responsibility over as a self-pay. You may need to create new Payment/Adjustment codes - see article link attached [Setup a Payment / Adjustment Code](#).

Overall, what you'll be doing is creating the RAP and EOE payment and updating the PPS Tracking. You'll need to modify the adjustment code and amount so that the correct amount is transferred over to the patient as self-pay (the amount they are responsible for paying out of pocket). You'll be able to print a statement that shows the Medicare Advantage Plan's payment history, including what is being transferred over the patient.

After the insurance has paid the RAP and EOE, you can enter the accounts receivable to reflect. The instructions below are for a patient that has already had a RAP payment entered, and we are entering an entry for the RAP take back and the EOE payment.

- Go to the **Accounts Receivable > Post Payments > Post Paper R/A** screen.
- Enter the patient's chart number.
- Select the **Amount Billed** line for the episode period of the payment.
- Enter the **Transaction Date** (bank date for the EOE payment).
- Enter the RAP take back on the line for **\$ Amount #1**. Enter the RAP payment code on the **Code #1 line**.
- Enter the EOE payment, total payment for this episode (you may need to add the RAP and EOE together) on the line for **\$ Amount #2**. Enter the EOE payment code on the **Code #2 line**.
- Click on **Save**.

110243 SUNFLOWER, LOREN E From 2011/03 - 2012/04							
Ref#	Year/Mo	Payer	Payment/Adjustment	Date	Amount	Balance	
93653	2012/03	01/520	MEDICARE ADVANTAG 000 Amount Billed	04-02-12	2,661.35	2,661.35	
91155	2012/01	01/520	MEDICARE ADVANTAG 000 Amount Billed	02-06-12	2,472.10		
91411	2012/01	01/520	MEDICARE ADVANTAG 045 RAP PAYMENT	02-13-12	1,236.06	1,236.04	

Add/Edit an Accounts Receivable Posting Entry

Posting Reference#

Chart# 110243 SUNFLOWER, LOREN E

Year/Month of Bill 2012/01 2012 04

Program 01 HOME HEALTH

Payer 520 MEDICARE ADVANTAGE PLAN

Transaction Date 2/20/2012

\$ Amount #1 -1236.06 Code #1 045 RAP PAYMENT

\$ Amount #2 2000.00 Code #2 048 PPS PAYMENT

Comments

Transfer the Balance to another payer

- Click on View Details and Print, as needed. If everything looks good then **Approve Totals** and **Post Entries**.
- Click on **Post Payments > Update PPS Tracking From Payments**. Click on **Update PPS Tracking** THEN **Create A/R Adjustments** THEN **Post to A/R...** printing the reports as needed.
- Click on the **Inquiry > A/R Inquiry** screen (still within the Accounts Receivable screen).
- Select the adjustment that was just created for the episode with payment.

110243 SUNFLOWER, LOREN E From 2011/03 - 2012/04

Ref#	Year/Mo	Payer	Payment/Adjustment	Date	Amount	Balance
93653	2012/03	01/520	000 Amount Billed	04-02-12	2,661.35	2,661.35
91155	2012/01	01/520	000 Amount Billed	02-06-12	2,472.10	
91411	2012/01	01/520	045 RAP PAYMENT	02-13-12	1,236.06-	
93659	2012/01	01/520	045 RAP PAYMENT	02-20-12	1,236.06	
93660	2012/01	01/520	048 PPS PAYMENT	02-20-12	2,000.00-	
93661	2012/01	01/520	825 NON MEDICARE OTHER ADJ	02-20-12	472.10-	0.00

- Change the **Payment/Adjustment Code** to a code that has been setup for the insurance contract adjustment. Modify the **\$ Amount** to reflect the actual adjustment amount (this will be the current adjustment amount minus what the patient's responsibility is).
- Click on **Save**.

Edit an Accounts Receivable Entry

A/R Reference Number: 93661

Chart#: 110243 SUNFLOWER, LOREN E

Year of Bill: 2012

Month of Bill: 01

Program: 01 HOME HEALTH

Payer: 520 MEDICARE ADVANTAGE PLAN

Transaction Date: 2/20/2012

Payment/Adjustment Code: 520 INSURANCE CONTRACT ADJUSTMENT

\$ Amount: 200.10

Comments:

Save **Cancel**

- Click on **Reports > 05.37 Balance Forward Statements** (still within the Accounts Receivable screen).
- Enter the patients Chart#, Program and Payer of the Medicare Advantage Plan, and the billing month. Click on **Print**.

Inquiry	Post Payments	Reports	Post Amt Billed	Pay/Adj Codes	ReCalc Balances
05.37 ARDPRNT1 Print Balance Forward Bill for One Patient					
Chart#	110243	SUNFLOWER, LOREN E			
Program	01	01/520 15/024 01/002			
Payer	520				
Starting Year/Month of Bill	01/2012				
Ending Year/Month of Bill	01/2012				
Transfer P/A Code to Ignore					
		<input type="checkbox"/> Print Balance Forward			
		<input type="button" value="Print"/>			

- This will print a statement that shows the original amount billed, RAP and EOE payment and the adjustment amount from the insurance agency.

Barnestorm Home Health
 10 Main St
 111-555-5555

Account#	Date	Statement Period
110243	04-16-12	Jan 2012 thru Jan 2012

Please put Account# 110243 on your check.

LOREN E. SUNFLOWER
 555 COFFEE ROAD
 COLUMBUS OH 43210

Mon Year	Date	Description	Amount	Balance
Jan 2012	02-06-12	Billed to MEDICARE ADVANTAGE PLAN	2,472.10	2,472.10
Jan 2012	02-13-12	RAP PAYMENT	1,236.06-	1,236.04
Jan 2012	02-20-12	RAP PAYMENT	1,236.06	2,472.10
Jan 2012	02-20-12	PPS PAYMENT	2,000.00-	472.10
Jan 2012	02-20-12	INSURANCE CONTRACT ADJUSTMENT	200.10-	272.00
			Balance Due	272.00

- Go back to **Post Payments > Post Paper R/A** and enter the patient's chart number.
- Select the **Amount Billed** line on the episode you are working on.
- Change the transaction date to the same as the EOE date.
- Check the box **Transfer the Balance to another payer**.
- Enter the **Transfer Code** you would like to use for the Pay/Adj code to transfer to self-pay.
- Enter the balance remaining, which should be the patient's Co Pay / Co Insurance.
- Enter the program and payer codes for the Self Payment codes.
- Click on **Save**.

Add/Edit an Accounts Receivable Posting Entry

Posting Reference#

Chart# 110243 SUNFLOWER, LOREN E

Year/Month of Bill 2012/01 2012 04

Program 01 HOME HEALTH

Payer 520 MEDICARE ADVANTAGE PLAN

Transaction Date 4/16/2012

\$ Amount #1 0.00 Code #1 045 RAP PAYMENT

\$ Amount #2 0.00 Code #2 048 PPS PAYMENT

Comments

Transfer Code 530 TRANSFER TO SELF PAY

\$ Amount 272.00

Transfer to Program 01 HOME HEALTH

Transfer to Payer 530 SELF PAY

Transfer the Balance to another payer

- Go to **Reports > 05.37 Balance Forward Statements**.
- Enter the patient's chart number, the self-pay program and payer codes, and the billing month you have been working on. Click on **Print**.

Inquiry Post Payments Reports Post Amt Billed Pay/Adj Codes ReCalc Balances

05.37 ARDPRNT1 Print Balance Forward Bill for One Patient

Chart# 110243 SUNFLOWER, LOREN E

Program 01 01/520

Payer 530

Starting Year/Month of Bill 01/2012

Ending Year/Month of Bill 01/2012

Transfer P/A Code to Ignore

Print Balance Forward

- This will print a statement that shows only the Transfer to Self Pay amount.

Barnestorm Home Health
 10 Main St
 111-555-5555

Account#	Date	Statement Period
110243	04-16-12	Jan 2012 thru Jan 2012

Please put Account# 110243 on your check.

LOREN E. SUNFLOWER
 555 COFFEE ROAD
 COLUMBUS OH 43210

Mon Year	Date	Description	Amount	Balance
Jan 2012	04-16-12	TRANSFER TO SELF PAY	272.00	272.00
		Balance Due		272.00

****Note:** If you need to reprint the statement that shows the RAP and EOE payment with the contract adjustment (first statement above), use field Transfer P/A Code to Ignore. Enter the adjustment code that transfers the patient's responsibility amount to self-pay. This will show a balance that belongs to the patient.

Inquiry Post Payments Reports Post Amt Billed Pay/Adj Codes ReCalc Balances
 05.37 ARDPRNT1 Print Balance Forward Bill for One Patient

Chart# 110243 SUNFLOWER, LOREN E
 Program 01 01/520
 Payer 520
 Starting Year/Month of Bill 01/2012
 Ending Year/Month of Bill 01/2012
 Transfer P/A Code to Ignore 530
 Print Balance Forward
 Print

The A/R screen will look like this when finished:

Ref#	Year/Mo	Payer	Payment/Adjustment	Date	Amount	Balance
91155	2012/01	01/520	000 Amount Billed	02-06-12	2,472.10	
91411	2012/01	01/520	045 RAP PAYMENT	02-13-12	1,236.06-	
93659	2012/01	01/520	045 RAP PAYMENT	02-20-12	1,236.06	
93660	2012/01	01/520	048 PPS PAYMENT	02-20-12	2,000.00-	
93661	2012/01	01/520	520 INSURANCE CONTRACT ADJUSTMENT	02-20-12	200.10-	
93662	2012/01	01/520	530 TRANSFER TO SELF PAY	04-16-12	272.00-	0.00
93663	2012/01	01/530	530 TRANSFER TO SELF PAY	04-16-12	272.00	272.00